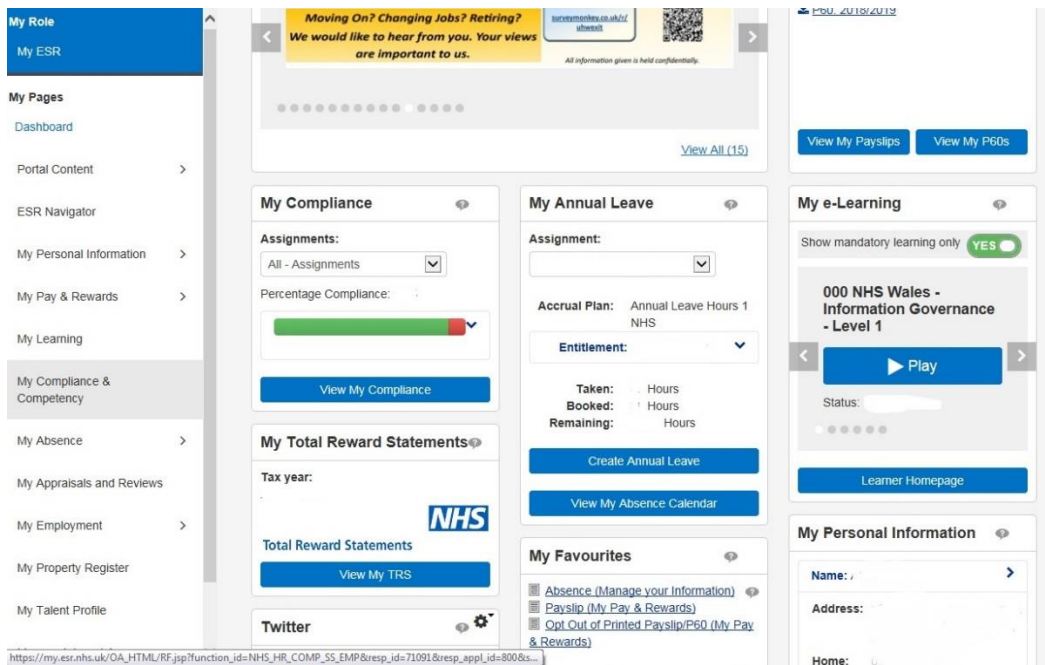


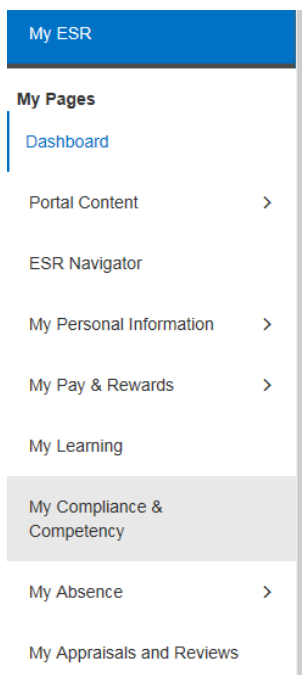
How to register your Welsh language skills on ESR

If you wish to register your Welsh Language Skills onto your ESR records, then please take the following steps.

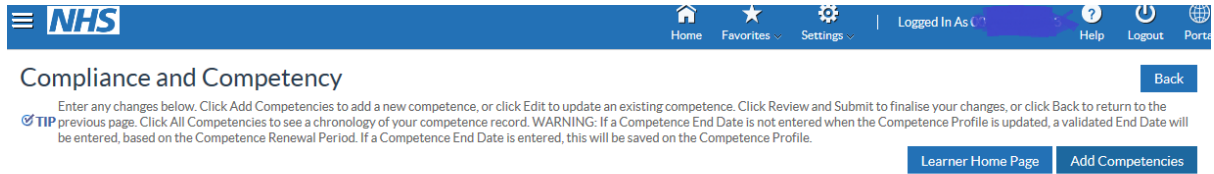
1. Log onto your ESR account and you'll be taken to the front page of your account:



2. Go to the left hand column of the page and click on **'My Compliance and Competency'** :



3. Click on the 'Add Competencies', which is on the right-hand corner.

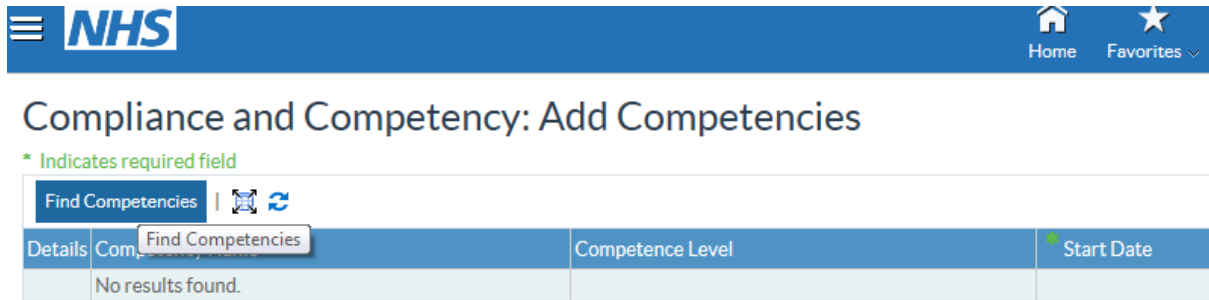


Compliance and Competency Back

Enter any changes below. Click Add Competencies to add a new competence, or click Edit to update an existing competence. Click Review and Submit to finalise your changes, or click Back to return to the previous page. Click All Competencies to see a chronology of your competence record. **WARNING:** If a Competence End Date is not entered when the Competence Profile is updated, a validated End Date will be entered, based on the Competence Renewal Period. If a Competence End Date is entered, this will be saved on the Competence Profile.

[Learner Home Page](#) [Add Competencies](#)

4. Click on 'Find competencies'

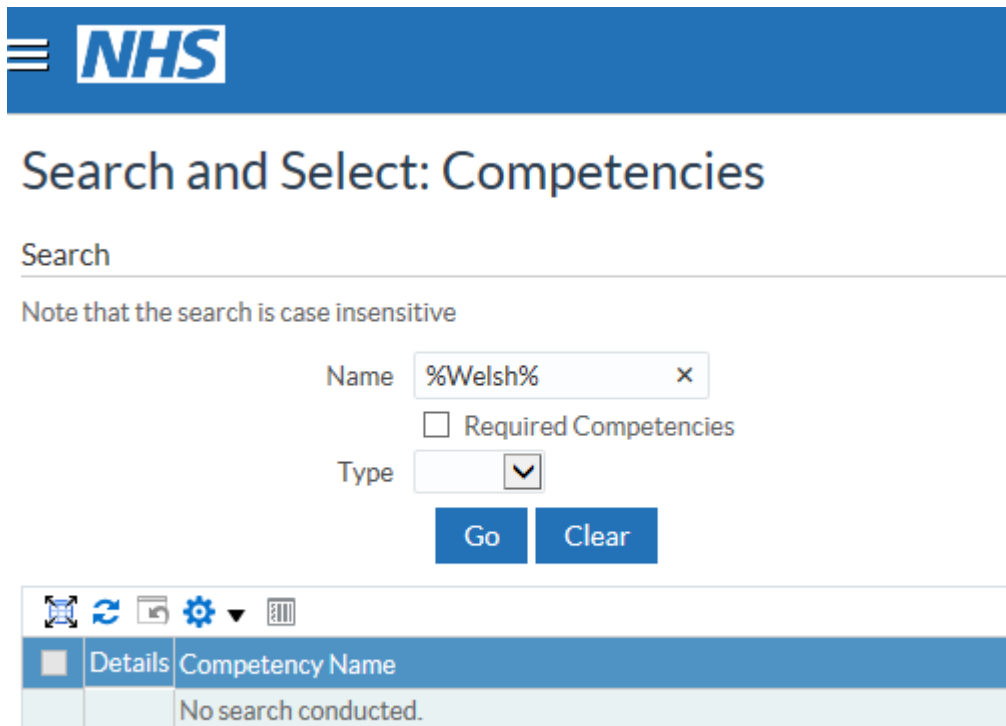


Compliance and Competency: Add Competencies

* Indicates required field

Details	Competence Level	Start Date
No results found.		

5. In the 'Name' field type the following: **%Welsh%** and click on Go.



Search and Select: Competencies

Search

Note that the search is case insensitive

Name ×

Required Competencies

Type ▼

[Go](#) [Clear](#)

Details	Competency Name
No search conducted.	

- Go down to the list and click on the “NHS|LANG|Listening/Speaking/ Welsh/” in the box on the right and a tick will appear. Press select at the bottom right of the screen.

Details	Competency Name ▲
<input checked="" type="checkbox"/>	NHS LANG Listening/Speaking Welsh
<input type="checkbox"/>	NHS LANG Reading Welsh
<input type="checkbox"/>	NHS LANG Welsh Language Awareness - 1 Year
<input type="checkbox"/>	NHS LANG Welsh Language Awareness - 2 Years
<input type="checkbox"/>	NHS LANG Welsh Language Awareness - 3 Years
<input type="checkbox"/>	NHS LANG Welsh Language Awareness - No Specified Renewal
<input type="checkbox"/>	NHS LANG Writing Welsh

- Click on the drop down list on the competence level and decide the Welsh Language skill level that you have, ranging from 1 to 5.

Indicates required field

Competency Name	Competence Level
NHS LANG Listening/Speaking Welsh	0-No Skills / Dim Sgiliau 1-Entry/ Mynediad 2-Foundation / Sylfaen 3-Intermediate / Canolradd 4-Higher / Uwch 5-Proficiency / Hyfedredd

- Once completed, click on ‘Apply’ and return to the main ESR window.

Competence Level	Start Date	End Date	Remove
5-Proficiency / Hyfedredd ▼	22-Aug-2019 📅	22-Aug-2020 📅	🗑️